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## **EXCEPTIONAL WOMEN IN BUSINESS:**

### **CONNECT\*EMPOWER\*SUCCEED**

**September 24, 2014**

**Eastern Market – North Hall**

**225 7<sup>th</sup> Street S.E.**

### **Office Supplies**

The Department of General Services (DGS) is seeking a contractor to provide office supplies required by various District facilities under its jurisdiction. The Department intends to issue a Blanket Purchase Agreement to fulfill this requirement in Fiscal Year 2015, which begins October 1, 2014 and ends September 30, 2015. Please provide your price in accordance with the attachment included.

Response to this Request for Quote (RFQ) should be submitted to the attention of Rosemary.Suggs-Evans@dc.gov, no later than 2:00 pm on September 16, 2014. The Department will make an award to the responsive contractor with the lowest total price and consideration of other factors demonstrating responsibility.

All inquiries regarding this RFQ should be directed to Rosemary Suggs-Evans at 202-698-4197 or at the e-mail address listed above.

### **REMINDER**

To be eligible to receive an award at this event you must:

- Register for the event
- Be a Certified Small Business Enterprise
- Be present at time of award



## Office Supplies - Attachment A Price Schedule

Items include, but are not limited to the following:

Item Number*	Description		Qty.	Unit Price
XER 3R2047	Copy Paper	8 ½ x 11, GE 92 Brightness, 20 lb.	1 case (5000 sheets)	
EVE E91LP16	Batteries	AA Alkaline	16/pack	
EVE E92LP16	Batteries	AAA Alkaline	16/pack	
SAN 1802658	Rollerball Pen	Black Ink, Point: 0.7mm	1 dozen	
PEN R100C	Cushion Ball Tip Rollerball Pen	Blue Ink, Point: 0.8mm	1 dozen	
FEL 91905	Chair Cushion	Backrest	each	
RED 47696	Phone Message Book		each	
NAT 08650	Hanging File Folder	Letter Size, Standard Green, 1/5 cut tabs	1 box (25/box)	
BIC WOTAP10	Correction Tape	Single Line, 1/5" x 39.4"	10/box	
SMD 12040	Top Tab File Folder	Letter Size, Colored with 2 fasteners	1 box (50/box)	
BSN 04546	Envelope	10" x 15" String Button Inter-Dept.	1 box (100/box)	
ESS 25774	Notebook	Steno Book, 6" x 9"	each	
LLR 8417	Bulletin Board	Combination Dry-Erase/Cork, 36" x 48"	each	
DIX 13830	Pencil	No. 2, HB, Pre-sharpened	1 box (30/box)	
AAG PM1128	Wall Calendar	Three Month Reference (2014)	each	
AAG GG250000	Desk Calendar	One Month Reference, 22"x17" (2014)	each	
AAG 8020105	Address Book Refill	3 ¾ x 6 ½	each	
AAG 760205	Appointment Book	2014 Weekly Appt. Book & Calendar	each	
NAT 01051	Classification Folder	2 Dividers, Letter size	1 box (10/box)	
MMM 61212P	Scotch Tape	¾ x 900", 1" core	1 pack (12/pack)	
ACC 72580	Paper Clips	Standard Jumbo, 0.41 Wire Gauge	1 pack (100/box)	
ACC 72010	Binder Clips	½" wide	1 pack (12/box)	
ACC 72100	Binder Clips	2" wide	1 pack (12/box)	
AVE 79699	3 Ring Binder	Letter size, 1" capacity	each	
<b>Total</b>				

**The supplies listed in the Price Schedule are being provided as a representative sample of frequently purchased items as the basis on which award will be made along with other factors.**

Company Name \_\_\_\_\_

CBE #: \_\_\_\_\_ CBE EXPIRATION DATE: \_\_\_\_\_

Authorized Representative \_\_\_\_\_ Title \_\_\_\_\_  
(Printed Name)

Authorized Representative: \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

